SHAHAD ALBABTAIN

Address | 32274, Ad Dammam, KSA Mobile No. | +996 53 401 0579
E-Mail | sh_arb_1@hotmail.com Nationality | Saudi

❖ EXPERIENCE :

- **2018,** May to Date | HR OFFICER | Maternity and Children Hospital in Dammam
- **2018,** February to May | Department of Patient Experience | Maternity and Children Hospital in Dammam

❖ EDUCATION :

- **IMMAM ABDULRAHMAN BIN FAISAL UNIVERSITYM, DMM** Bachelor in Business Administration with (*Second Honorary Degree*), 2016

❖ COURSES AND ACHIVEMENTS :

- **2020**, Excellence in customer service |Ministry of Health
- **2020,** A Problem-Solving and Decision-Making Course | Institute of Public Administration.
- **2020,** Human Resources Planning Course | Institute of Public Administration.
- **2020,** Trainers Preparation Course | Institute of Public Administration.
- **2020,** Change Management Course | Institute of Public Administration
- **2020,** Professional Health and Safety | Saudi red crescent authority
- **2020,** Disaster and Crisis Management | Saudi red crescent authority
- **2020,** Basic ECG changes in ACS- STEMI Course | Saudi red crescent authority
- **2020,** Public First Aid Course in General Department of Training | Saudi red crescent authority
- **2020,** Job Performance Management Course | Institute of Public Administration.
- **2020,** Basics of Volunteer Work Course | Saudi red crescent authority
- **2019,** Administrative skills course for directors and heads of departments in the health sector | MCHD
- **2019,** Project Manager at Execution of the Establishment of a Pediatric Cardiac Center Committee (1st Health Cluster in Eastern Province) | MCHD
- **2019,** Prepared a PowerPoint presentation for the Committee of Friends of Patients in the presence of the Director-General of Health Affairs in the Eastern Region and an elite of businessmen | Eastern Chamber
- **2019,** Attended a Job Performance Evaluation Workshop with the Department of Human Resources Planning in the health of the East | MCHD
- **2018,** Participate in #My-Volunteer-Health Campaign within the Executive team | MCHD
- **2018,** Vice-Chairman of the Job Description Committee | MCHD
- **2018,** Member of Job Performance Evaluation Committee | MCHD
- **2018,** Member of The Retried Committee | MCHD
- **2018,** Member of Ethics of Profession and Employee Rights Committee | MCHD
- **2018,** Attended a Job Performance Evaluation Workshop with the Department of Human Resources Planning in the health of the East | Amal Complex for Mental Health, Dammam.
- **2018,** Prepared a PowerPoint for the Committee of Friends of Patients in the presence of the Director-General of Health Affairs in the Eastern Region and an elite of businessmen | Eastern Chamber

- **2018,** Participate in preparing the policies and procedures of the Human Resources Department per the CBAHI program
- **2017,** Daycare Center, organization volunteer (AlSAKAB Volunteering Team) | AlKhobar
- **2017,** Volunteer to organize the Graduation Ceremony of KFPMU (SCITECH)
- **2017,** Volunteer with the Sugar Association and Endocrine in Schools (AlSAKAB Volunteering Team)
- **2017,** Course in Self-building and Self-Control Series | Doroob

❖ SKILLS :

- Computer Skills (MS Office and
- Photoshop)
- Strong Communication Skills
  - *Written and Verbal*
- Responsibility Skills
- Ability to Work Under Pressure
- Elasticity of dealings and problems solving
- Planning and Analytical Thinking
- Time Management
- Teamwork and Leadership
- Fast learner and Self motivated
- Flexibility

▪ LANGUAGES :

- Arabic – Mother Tongue
- English – Very Good